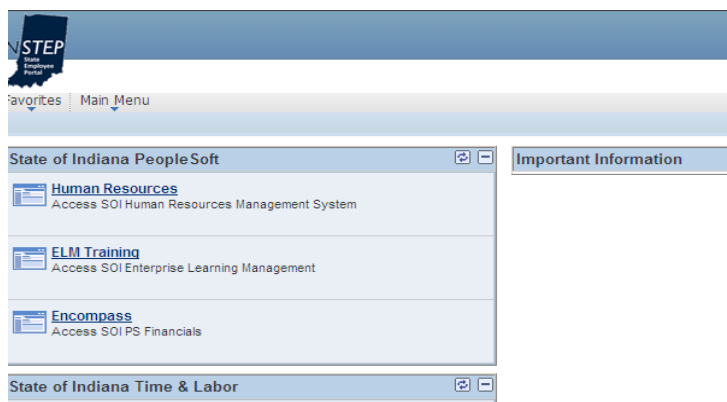


To log onto the **PeopleSoft HR or ELM**, copy and paste the following link into your web browser:

**[www.in.gov/spd/instep](http://www.in.gov/spd/instep)**

A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. The PeopleSoft ID number may be found on the back of the Indiana Government Center (IGC) Access Control Badge, below the bar code. If the learner does not work on the IGC campus, the learner will need to contact his/her HR representative to obtain the PeopleSoft ID number. Learners may use their network password as the PeopleSoft password.



### ***PeopleSoft HR: How to update Emergency Contact and Personal Contact Information Quick Steps***

1.	Click the <b>Human Resources</b> link.
2.	Click the <b>Main Menu</b> link.
3.	Click the <b>Self Service</b> link.
4.	Click the <b>Personal Information</b> link.
5.	Click the <b>Personal Information Summary</b> link.
6.	Update all information including <u>preferred email address</u> .